

PAG – CLOSING OUT THE SEMESTER Fall 2009

Process Steps	Details
Step 1: Follow packet guidelines and deadlines	<ul style="list-style-type: none"> ➤ Sure failures due Tues. 12/8 <ul style="list-style-type: none"> -include both QT. grades & comments to help counselor determine placement ➤ Failures due 12/17 from Wed. finals; 12/18 from Thurs. finals ➤ Check dates/times of finals ➤ Check deadline for close of Skyward & for grades to be submitted.
Step 2: Determine who must take finals Post list in your room to notify students on/before 12/15! Take attendance each hour of final exams	<ul style="list-style-type: none"> ➤ 3 tardies to your class, 9 cumulative tardies, <u>more</u> than 3 absences(<u>field trips/funerals do not count</u>), 1 skip, F for either quarter, transfer student after first 3 days of sem. , or absent on MAD ➤ Post list in room to notify students & revise as Needed, especially as a result of Mandatory Attendance Day – 12/15! ➤ Your record is law. (Skyward absences may differ from your own record.) ➤ Email (deans' office/counselor) attendance of those required to take the final. <ul style="list-style-type: none"> -include both quarter grades ➤ Wed., 12/16 → EB 1, 2, 3 – Thurs. 12/17 → 4, 5, 6 ➤ Students <u>must stay the entire time</u>, even if finished early! If they leave early, the final grade is an F. (See <u>no show details</u>) ➤ Students only attend the finals necessary; other times they should be in the cafeteria or off campus
Step 3: Use nine-weeks-tests as framework for final exams	<ul style="list-style-type: none"> ➤ Plan review activities. <ul style="list-style-type: none"> -crossword puzzles, interactive games, group review sessions, _____
Step 4: Figure grades NO SHOW for FINALS?	<ul style="list-style-type: none"> ➤ Check your skyward settings: 40/40/20 ➤ Only count final exam grades that help students who opted to take the exam. ➤ Double check both quarter grades for rounding Purposes. <u>***See additional handout***</u> ➤ Mark comment #16 on grade posting. ➤ Grade for exam 0%, grade for semester 1%
Step 5: Double check grades & print proof sheets	<ul style="list-style-type: none"> ➤ Print 2 copies: one to submit to the principal's office and one for your record. ➤ Due Friday, 12/18 by 9 A.M.
Step 6: Plan for next semester Monday, 1/4 Full day of classes Early Bird begins 1/5	<ul style="list-style-type: none"> ➤ Submit copies to the office for upcoming lessons. <ul style="list-style-type: none"> -classroom expectations/procedures -syllabus -icebreaker materials - _____ - _____

